



Job Announcement Office Manager

The California Institute for Regenerative Medicine (CIRM) is the state agency established under Proposition 71 for funding stem cell research in California. Using funds generated by state-issued bonds, CIRM makes grants and loans for stem cell research, for research facilities and for other vital research opportunities related to the development of disease therapies. CIRM is overseen by a board, the Independent Citizens Oversight Committee, and is assisted in its work by three working groups, the Scientific and Medical Accountability Standards Working Group, the Scientific and Medical Research Funding Working Group and the Scientific and Medical Research Facilities Working Group. Each working group is composed of patient advocates from the ICOC and outside experts.

The Office Manager under general supervision of the Chief Human Resources Officer and in coordination with the Chief Finance & Administrative Officer will oversee the front office and administrative services for CIRM. He/She is responsible for overall business service functions of CIRM to ensure a smooth running and efficient front office. The Office Manager is responsible for overall front office activities including answering the phones and taking messages, maintaining the reception area and professionally greeting all guests to CIRM and alerting CIRM staff of their arrival. He/She monitors and manages the use of equipment, supplies, telecommunication systems, office and facility space, records storage and retrieval systems and forms. He/She supports the purchase of office supplies and furniture, and office equipment for the entire staff in accordance with CIRM purchasing policies and budgetary restrictions. He/She is responsible for the facilities day-to-day operations (such as recycling, changing light bulbs, heat problems, water problems, general repairs in the department, cube problems, etc.) He/She processes bills and invoices for payments related to the above; monitors expenditures and reconciles to the annual budget. He/She is responsible for coordinating the maintenance of office equipment, including copier, fax machine, etc. He/She will assist in coordination of three day seminars at least 4 times a year including securing conference space, hotel rooms, meals, IT and necessary transportation in the most cost effective manner. He/She provides travel support to all staff of the Office of Administration and performs other administrative tasks as assigned.

Qualifications:

- Level 1= Possession of a bachelor's degree in business administration or related field, and 2-4 years of experience in progressively responsible office management or administrative experience or an equivalent combination of education and experience.
- Level 2= Possession of a bachelor's degree in business administration or related field, and 5 plus years of experience in progressively responsible office management or administrative experience or an equivalent combination of education and experience.
- Demonstrated organizational and management skills.



- Knowledge of computerized information systems and their application to all areas.
- Ability to work effectively in a team environment.
- Ability to negotiate effectively and possess strong analytical skills.
- Excellent oral and written communication skills and interpersonal skills.
- Must possess the ability to make independent decisions when circumstances warrant.
- Must possess the ability to deal tactfully with staff, visitors, government agencies, and the general public.
- Experience with office computer applications, such as MS Outlook, Word and Excel.
- Logically plan and organize the work to be performed in the context of both short and long term goals and priorities.
- Use initiative and independent judgment in resolving operational issues within established procedural guidelines.
- Ability to lift 15-20 pounds.

This position will be hired at Level 1 (\$40,000-\$60,000) or Level 2 (\$50,000-\$75,000) depending upon the candidate's experience as noted above. Salary will be commensurate with the candidate's skills, knowledge and experience.

The filing deadline is Friday, February 9 at 5 pm and the position is open until filled.

HOW TO APPLY: Interested candidates please submit:

- Cover letter
- CV/Resume
- California State application (STD. 678) which can be obtained from our website at <http://www.cirm.ca.gov/jobs/> to:

jobs@cirm.ca.gov or CIRM Search, 210 King Street San Francisco, CA 94107.

CIRM is an Equal Opportunity Employer and particularly welcomes applications from under-represented minorities and women.